



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: November 3, 2021

Planning Division Report attached.

Business Licenses Reports attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner
cc: Planning Commission

Date: 10.26.2021

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Conducted a pre-application meeting for a potential new fuel station, car wash and convenience store along US30 on property just north of Les Schwab Tires. Associate Planner/Comm. Dev. Project Manager Dimsho took the lead on this one.

Had a preliminary Q&A email exchange for potential redevelopment of the old veterinarian property on the corner of US30 and Firlok Park Boulevard.

Had a preliminary Q&A email exchange for potential redevelopment of the portion of the old Friesen Lumber (later Stimpson) site that the County Transit Center along Deer Island Road did not use.

Had another preliminary Q&A meeting for potential right-of-way vacations around 90 Columbia Boulevard.

PLANNING ADMINISTRATION—MISC.

Started working on a beekeeping ordinance for honeybees in residential areas based on the directive of 2015's House Bill 2653 and the Council's blessing to proceed from the August 5, 2021 regular session.

The building permit for Popeyes Louisiana Kitchen was issued this month. This is the final vacant lot in the Matzen Subdivision (former Villette Villa mobile home park) along US30.

Prepared maps and legal descriptions for Oregon Dept. of Revenue preliminary review for yet another annexation for a mostly vacant property at the corner of 1st Street and US30. This adds to the six annexations in the past two months that we've initiated this process for, bringing the total to seven in a three-month period!

Prepared the presentation for the department's semiannual report to the City Council.

Attended groundbreaking ceremony for the apartment project along Gable Road buy US30. They are going to name this development Broadleaf Arbor. They wanted to keep it small (due to covid issues I think). I got the invite due to the Responsible Entity role I undertook to help with the HUD requirements. The flyer is **attached**.

Final inspections for the Kervin's Custom Ironworks, Inc. building along Old Portland Road too place this month. They have a location in Portland and have expressed joy about getting out of Portland soon in their new building. <https://kervinsironworks.com/>

Prepared materials for amendments to the city's beekeeping rules. This is based on the Council's ok to proceed with such amendments at the Council's August 5, 2021 work session. Anticipate this going before the Council next month or December.

DEVELOPMENT CODE ENFORCEMENT

In the June, July, and September department reports, I mentioned an unlawful structure case on the 400 Block of Greycliffs Drive. Citation has been issued and a court date is anticipated next month.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

October 12, 2021 meeting (outcome): The Commission approved a variance for a lot the city is selling on the 400/500 block of S. 12th Street (city is not the applicant) and recommended approval of two annexations, both along Millard Road to the Council. The Council will see these two Annexations next month.

City consultants with city engineering staff presented the proposed sanitary sewer and storm sewer master plans to the Commission.

The Commission also dealt with some membership housekeeping: determination of no excuse for one Commissioner due to nonperformance of duty (too many absences) and term renewals for two other members.

November 9, 2021 meeting (upcoming): The Commission will hold three public hearings, all for annexations. Two are along US30 and one is along Old Portland Road.

COUNCIL ACTIONS RELATED TO LAND USE

Council reappointed Planning Commissioner Hubbard and Pugsley for new terms and removed Cavanaugh for nonperformance of duty.

ASSOCIATE PLANNER—*In addition to routine tasks, the Associate Planner has been working on:*
See attached.



BROADLEAF ARBOR

Gathering Celebration

Wednesday, October 13 / 1:00–2:00 pm

12:45 PM

GUEST ARRIVAL

1:00 PM

PROGRAM

WELCOME REMARKS

NINA REED, Board Chair
Northwest Oregon Housing Authority

**LAND ACKNOWLEDGMENT
& SITE DEDICATION**

WREN CHRISTOPHER

INTRODUCTION

ERIC PAINE, CEO
Community Development Partners

SPEAKERS

STATE SENATOR BETSY JOHNSON
Oregon State Senate, Senate District 16

MARGARET SALAZAR, Executive Director
Oregon Housing and Community Services

MARIA ROJO DE STEFFEY, Regional Director
EngAGE Northwest

FINAL ACKNOWLEDGMENTS

NINA REED, Board Chair
Northwest Oregon Housing Authority

1:45 PM

GROUP PHOTOS



BROADLEAF ARBOR

A Gathering Place

Broadleaf Arbor is a new Community for All Ages that will provide 239 affordable homes and intentionally-designed amenities where people of all ages can live, play, and thrive together. The community will feature a trail system along the existing wetlands, gardens, an outdoor play area, and a dedicated community building for services and programming. Apartments will be affordable to households earning between 30%-60% AMI.



THANK YOU



With special thanks to:
State Senator
Betsy Johnson



From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: October Planning Department Report
Date: Friday, October 22, 2021 2:04:25 PM

Here are my additions to the October Planning Department Report.

GRANTS

1. **OPRD - Local Government Grant – Campbell Park Improvements** - 6-month grant extension granted for the COVID-19 related delay of court surfacing materials. New deadline is April 2022. Concrete pad poured. Furthered work on stormwater retention area (met on site with Parks staff to discuss design, plants ordered and pick up, soil delivered). Area is still being graded by PW.
2. **CDBG- Columbia Pacific Food Bank Project** – JH Kelly continuing \$1.6 million construction bid. Demolition complete. Tracking all requests for information and submittals to ensure questions are answered. Received approval from state for ~16 Change Orders. Will need to submit a final budget amendment and timeline extension. Delay is mostly due to # of Change Orders and COVID-19 relayed lead times for construction materials. Deadline is Dec 31, 2021, but may be granted a 6-month time extension by the state.
3. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process. Worked through change to schedule to allow an additional year for bidding the project to allow the County to replace a culvert which collapsed in 2020 during a heavy rainstorm. New schedule has bidding of the project in January 2022, with construction occurring Summer 2022.
4. **Business Oregon – Infrastructure Finance Authority** – Application for a low-interest loan to fund the streets, utilities, and Riverwalk on the Riverfront property. Contracting is underway.
5. **Oregon Watershed Enhancement Board (OWEB)** – Awarded grant (approximately \$12k) to the Scappoose Bay Watershed Council in a partnership with the City for natural enhancements of the 5th Street trail and Nob Hill Nature Park. Continued tracking all in-kind contributions from the City on this effort. First round of blackberry removal completed by contractor in July. Blackberry spray treatment by contractor in October.
6. **Certified Local Government – Historic Preservation Grant Program** – Letters went out to eligible property owners on 5/24 announcing that there is \$12k available with a 1 to 1 match requirement and a grant deadline of 7/26. Only 1 incomplete application received, so Plan B work plan is for the City's Court/Utility Billing exterior roof and cornice work. Worked with SHPO on work plan and began working through scope with contractors to begin soliciting direct bids. Site visit from 4 contractors so far. Bids are forthcoming. Notice to proceed from SHPO is anticipated on 11/1.
7. **Technical Assistance Grant with the Oregon State Marine Board**- To assist with design and permitting of an in-water facility at Grey Cliffs Park. Preliminary conversations for the project include an accessible non-motorized floating boat launch dock with a separate area designated for fishing. Coordinated survey work to be conducted by OSMB the week of 8/23. Once survey work is complete, a more detailed contract will be drafted for review and approval by Council for the assistance.

8. **US Economic Development Administration (EDA) funding** – Follow up with Rachael Barry and Aryeann (COLPAC) on 10/26 to discuss potential federal funding sources for transportation and utility infrastructure to and within the SHIBP.

PROJECTS & MISC

9. **Riverwalk Design/Engineering (OPRD Grants x2)** – Tribes may remove requirement an archeological survey based on the evidence of former fill in CVP. Environmentally, the project is categorically excluded which means we won't need a full Environmental Assessment for NEPA review! Held our 3rd TAC meeting on 10/13 for Work Order #2 focused on the Rocky Beach. Met with events coordinator and project team on 10/12 to discuss lighting and electrical requirements of the stage/amphitheater in CVP. Discussed interpretive elements with our focus group on 10/7.
10. **Riverfront Streets/Utilities Design/Engineering** – Held two meetings related to “Work Order 1” amendment which added Cowlitz Street extension and Strand near the courthouse. On track for a 60% design cost estimate for 1st Street/Strand Street/Tualatin by 11/4. 100% design work still anticipated to be complete 1/3/22.
11. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design (Phase I)** – Scope of work and fee is being refined with Mackenzie before going to Council for approval in November.
12. **Millard Road City-Owned Property Request for Proposals** - RFP closed on 6/11. At the 6/16 Council meeting, Council requested an interview/presentation from Atkins & Dame, Inc. Staff has continued work with Atkins & Dame designer to refine the design and reduce the number of code exceptions/variances proposed in the design. Working with John/Jacob to prepare for a November presentation to Council.
13. **Waterfront Video Project** – Attended regular meetings with production team. Helped coordinate interviews and filming sessions with the production team. Continued review of preliminary/draft videos of interviews and overall video edits.
14. **Oregon American Planners Association (OAPA) Virtual Conference** – Reviewed conference sessions virtually 10/13 – 10/15.
15. **Semi-Annual Presentation to Council** – Prepared presentation for 10/20 Work Session with Jacob.
16. **Special Session for Council on Transportation Plans and Urban Renewal** – Assisting John with a 11/17 meeting. Began organizing an agenda, presentation, and presenters for this meeting.

Jenny Dimsho, AICP

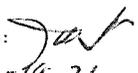
Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

Please note new email address: jdimsho@sthelensoregon.gov

BUSINESS LICENSE REPORT
City Department Approval: 10/18/21

Signature: 
Date: 10-18-21

The following business licenses are being presented for City Approval

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00091	10/23/21-10/23/22	RYANS PLUMBING INC	CONTPLUM CONTRACTOR-PLUMBING	0.00
00127	1/01/22- 1/01/23	UPS INC.	DELIVERY DELIVERY SERVICE	0.00
00240	1/01/22- 1/01/23	*NW PUGS	DOG-BREE DOG BREEDING	0.00
00244	1/01/22- 1/01/23	MCMULLEN WATER SYSTEMS INC.	CONTMISC CONTRACTOR-MISC.	0.00
00248	1/01/22- 1/01/23	*SUZIE'S SPOT LLC	CHILDCAR CHILD CARE	0.00
00251	1/01/22- 1/01/23	COLUMBIA RIVER AUTO GLAS LLC	AUTO AUTO REPAIR	0.00
00255	1/01/22- 1/01/23	JLJ EARTHMOVERS LLC	CONTGEN CONTRACTOR-GENERAL	0.00
00261	1/01/22- 1/01/23	DRAKES TOWING & RECOVERY	AUTOTOW AUTO TOWING/WRECKING	0.00
00275	1/01/22- 1/01/23	PLYMOUTH PUB	RESTAURA RESTAURANT	0.00
00285	1/01/22- 1/01/23	ROYALTY PRODUCTS LLC	STORAGE STORAGE UNITS	0.00
00294	1/01/22- 1/01/23	COL. CO. HABITAT FOR HUMANITY	CONTGEN CONTRACTOR-GENERAL	0.00
00300	1/01/22- 1/01/23	COLUMBIA FUNERAL HOME	MISC MISCELLANEOUS	0.00
00992	10/08/21-10/08/22	*MILTON CREEK GRAPHIC DESIGN	SALESMKT INTERNET SALES/MARKE	0.00
00993	10/13/21-10/13/22	CRESTWOOD INC	CABINETS CABINETS	0.00
00995	10/13/22-10/13/23	FAMILY RESOURCE HOME CARE	HOMECARE HOME CARE	0.00
00996	10/14/21-10/14/22	HAPPY HOLLOW CLOTHING LLC	RETCLOTH RETAIL - CLOTHING	0.00

PACKET: 00226 License Packet 10182021 BL APPROVALS

SEQUENCE: License #

LICENSE CODE	TOTAL	BALANCE
AUTO AUTO REPAIR	1	0.00
AUTOTOW AUTO TOWING/WRECKING	1	0.00
CABINETS CABINETS	1	0.00
CHILDCAR CHILD CARE	1	0.00
CONTGEN CONTRACTOR-GENERAL	2	0.00
CONTMISC CONTRACTOR-MISC.	1	0.00
CONTPLUM CONTRACTOR-PLUMBING	1	0.00
DELIVERY DELIVERY SERVICE	1	0.00
DOG-BREE DOG BREEDING	1	0.00
HOMECARE HOME CARE	1	0.00
MISC MISCELLANEOUS	1	0.00
RESTAURA RESTAURANT	1	0.00
RET CLOTH RETAIL - CLOTHING	1	0.00
SALESMKT INTERNET SALES/MARKE	1	0.00
STORAGE STORAGE UNITS	1	0.00
TOTAL ALL CODES:	16	0.00

PACKET: 00226 License Packet 10182021 BL APPROVALS

SEQUENCE: License #

*** SELECTION CRITERIA ***

License Range: thru ZZZZZZZZZZ
License Codes: All
Balance: 999999999R thru 9999999999
Fee Codes:
Fee Paid Status: Paid and Unpaid
Origination Dates: 0/00/0000 thru 99/99/9999
Effective Dates: 0/00/0000 thru 99/99/9999
Expiration Dates: 0/00/0000 thru 99/99/9999
Renewal Dates: 0/00/0000 thru 99/99/9999
Payment Dates: 0/00/0000 thru 99/99/9999
Print Dates: 0/00/0000 thru 99/99/9999
License Status: Active
Termination Code:
Paid Status: Paid
City Limits: Inside and Outside
Printed: No
Comment Code:

** END OF REPORT **